

PARKS & RECREATION POLICIES AND PROCEDURES

Subject: PARK MAINTENANCE STANDARDS	Policy No. 20-03	Date: 11/13/2013
	Author: Sue Barry, Recreation Supervisor Roger Stromgren, Landscape/Facilities Mgr.	

City of Brentwood Park Maintenance Standards

Visitors of the City of Brentwood parks will find the conditions described in the standards below:

Section 1 Accessibility

1. All City parks are places of public accommodation, and as such, meet the requirements of the Americans with Disabilities Act of 1990 (42 U.S.C.12181).

Section 2 Turf

2.1 General Use Standard

- 2.1.1 All turf areas will support their designed uses – informal play, sports, picnics, and other park activities.
- 2.1.2 Turf will be healthy with an even surface and uniform, deep green color.
- 2.1.3 Turf will not exhibit bare spots.
- 2.1.4 Turf will be pest-free.
- 2.1.5 Shall be maintained in accordance with Turf Maintenance Section 2.2, Irrigation Section 3, and Disease and Pest Control Section 4 standards.

2.2 Turf Maintenance

2.2.1 Mowing

- 2.2.1.1 Mow a minimum of one (1) time per week.
- 2.2.1.2 Height of cut (in inches) for high-traffic grasses.

Type of grass	Growth Optimum in inches
Bermuda grass, hybrid	3/4
Fescue	2
Bluegrass	2

2.2.2 Edging

- 2.2.2.1 Complete site edging of trees, curbs, sidewalks, beds, buildings, sprinklers, valve boxes, meter boxes, etc. shall be performed to insure the site looks groomed and complete.

2.2.3 Aeration

- 2.2.3.1 Minimum of two (2) times per year for general use, and a minimum of four (4) times per year for sports fields, or as needed for either to maintain standard.

2.2.4 Weeds

- 2.2.4.1 Turf will be weed free.

2.2.5 Reseeding or Sod Replacement

- 2.2.5.1 Reseeding or sod replacement shall be done on an as needed basis to meet standards.

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2.2.6 Fertilizer

- 2.2.6.1 Apply at least three (3) applications per year from February through October.
- 2.2.6.2 All applications to be balanced fertilizer with nitrogen, phosphorous, and potassium (NPK) based on site-specific soil analysis. Micronutrient applications may be applicable.
- 2.2.6.3 Separate applications for trees, shrubs and flowers.

Section 3 Irrigation

3.1 General

- 3.1.1 Shall be checked daily at each site.
- 3.1.2 All systems will comply with State and local laws regarding backflow prevention and protection of the public water system.
- 3.1.3 All controllers must be on the central system shall be used to the fullest program capability.
- 3.1.4 Irrigation system monitored by a computerized irrigation management system.
- 3.1.5 Irrigation preventative maintenance system checks shall be done as needed; all zones will be checked for operation, and repairs made immediately.
- 3.1.6 General inspections of turf and plant materials shall be done routinely for sign of stress or damage.
- 3.1.7 Contractors must provide the City with a monthly irrigation schedule for all controllers including verification that the controllers are on the central irrigation system.

3.2 Delivery

- 3.2.1 Irrigation systems will deliver optimum water to each plant type at the lowest cost with maximum resource conservation.
- 3.2.2 Water will be delivered during non-use hours.
- 3.2.3 Each station shall be adjusted to meet the needs of the specific area unless authorized by the City, as well as, adjusted due to weather conditions.

Section 4 Disease and Pest Control

- 4.1 Turf, trees and landscaping shall be disease and pest free. Any signs of stress or damage to trees, turf or planting materials and/or a direct bother to the public or its safety, shall be corrected by utilizing one of the three (3) steps indicated:

Preventative ~ a scheduled chemical or cultural program designed to prevent significant damage.

Corrective ~ application of chemical or mechanical controls designed to eliminate observed problems.

Integrated Pest Management ~ withholding any controls until such time as pests demonstrate damage to plant materials, or become a demonstrated irritant or safety concern to the public, such as in the case of wasps, ants, gophers, etc.

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Section 5 Sports Facilities

5.1 General Use Standards

- 5.1.1 Sports turf, in addition to meeting Turf Maintenance Section 2.2, and Disease and Pest Control Section 4 standards, will be maintained at proper sport specific playing height.
- 5.1.2 Irrigation timers shall be coordinated with scheduled use, and maintained in compliance with Irrigation standards in Section 3.
- 5.1.3 Cost of additional maintenance functions incurred by user.

5.2 Striping, Equipment, and Amenities

5.2.1 Striping

- 5.2.1.1 Field markings, bases, base pegs, goals, and foul posts will be ready for scheduled sports events.
- 5.2.1.2 Field markings should be uniform in width and easily visible.

5.2.2 Bases

- 5.2.2.1 Bases shall be in good repair with no punctures or tears and anchor plates securely attached.
- 5.2.2.2 Base pegs in good repair, level, and set at appropriate height and distance.

5.2.3 Amenities

- 5.2.3.1 Goals and Foul poles will be in good repair, plumb, sturdy, clean, graffiti-free, and will be painted on a regular basis.

5.3 Lights and Scoreboards

- 5.3.1 Lighting where installed and scoreboards will be in working order; including sufficient functioning lamps and light bulbs, and be ready for scheduled sports events.

5.4 Infields and Warning Tracks

- 5.4.1 Will be maintained to provide an even and uniform surface to support their designated sport use.
- 5.4.2 All cinder will be renovated on an as needed basis to maintain a firm uniform base with soft playing surface free of hard-pan areas with a minimum for inch (4) base.
- 5.4.3 Low areas and/or holes will be located and filled.
- 5.4.4 Will be weed and pest-free.
- 5.4.5 Grade differentials between the infield surface and field turf and warning track will be eliminated, and have a clean turf edge at same grade as infield.

5.4.5 Batter's Box

- 5.4.5.1 Batter's box, base area, and base paths will be inspected on a daily basis during peak season of use.
- 5.4.5.2 Batter's box will be renovated with clay material on an as needed basis, and shall be level with home plate.

5.5 Dugouts, Benches, Bleachers, Shade Covers, and Backstops

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- 5.5.1 Will be clean, litter-, and graffiti-free.
- 5.5.2 Bench and bleacher seating will be sturdy and in good repair. Bolts will be tightened and capped where needed and checked on a regular schedule. Seat area will be smooth and free of sharp or splintered edges, have no missing boards, and where needed, will be painted or stained on a regular schedule.
- 5.5.3 Metal or wire fabric fencing poles will be sturdy and straight with no holes or gaps.
- 5.5.4 Fabric covers will be taut with no holes or gaps, and securely affixed to the support structure. Faded or torn covers will be replaced on a regular schedule.
- 5.5.5 All gates will function as designed.
- 5.5.6 Backstops will be smooth and free of sharp or splintered edges, have no missing boards, bolts will be tightened, and where needed, will be painted or stained on a regular schedule.
- 5.5.7 Dugouts, benches, bleachers, and shade covers will be pest-free and maintained on a scheduled basis.

Section 6 Open Spaces and Natural Areas

6.1 General Use Standard

- 6.1.1 Areas intended for nature study or open space enjoyment will be retained in their natural states and managed for fire protection, noxious weeds and erosion control as appropriate for the intended use, and natural surroundings.
- 6.1.2 Keep vegetation back five (5) feet from edge of City maintained trails, fence lines, V-ditches, and creek banks.
- 6.1.3 Banks will be stable and appropriate plants and trees will enhance the setting.
- 6.1.4 Appropriate warning signs will be located at key points for visitor safety.
- 6.1.5 Rails, fencing or barriers will be installed and maintained where needed to promote safe use.
- 6.1.6 Open space areas will meet California Fire Department standards for fire control and public safety.

6.2 Residential Trail Heads (Creek Road, Minnesota Trail, Brentwood Park)

- 6.2.1 Mow as needed for fire hazard prevention, safety and plant health.
- 6.2.2 Appropriate warning signs will be located at key points for visitor safety.

Section 7 Beds, Hedges, and Ground Cover

7.1 General Standard

- 7.1.1 Fertilization, irrigation and cultivation (when applicable) shall be adjusted to serve the requirements of the plant species.
- 7.1.2 Shall be healthy, attractive plants that lend variety and interest to the landscape.
- 7.1.3 Beds, ground covers, and hedges will be maintained to provide secondary functions such as barriers, animal habitat, or dust and erosion control.
- 7.1.4 Irrigation timers shall be coordinated with scheduled use, and maintained in compliance with Irrigation standards in Section 3.

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7.1.5 Removal and Replacement

7.1.5.1 All failed or damaged plant materials shall be removed and replaced within 30 days of notice, unless determined by the City to delay replacement. The replacement plant shall be the same size and species as the damaged or failed plant, if possible. The City shall approve replacement of plant materials not meeting these specifications.

7.1.6 Litter and Debris Removal

7.1.6.1 All plant beds shall be maintained free of trash and debris.

7.1.7 Weed Control

7.1.7.1 Plant beds shall be free of weeds. Beds shall be weeded at a minimum of once every week.

7.1.8 Trimming

7.1.8.1 All shrubs shall be pruned as needed to meet the intent of the landscape design. Ground cover shall be edged as needed to keep plant growth from extending beyond curbs, sidewalks, buildings, and turf areas. Ground cover in medians will not be allowed to extend beyond the curb or sidewalk.

7.2 Flower Beds

7.2.1 Shall be maintained in accordance with the standards listed in Beds, Hedges, and Ground Cover Section 7.

7.2.2 Show no blank spots during season without authorization from the City.

7.2.3 Maintained in compliance with Section 4 related to Disease and Pest Control.

7.2.4 Dead heads, blank spots, and other defects shall not detract from decorative nature of the plantings.

7.2.5 Plantings will be rotated as needed, to continue color and interest. Minimally, on a seasonal schedule in areas of high use or high visibility and semi-annually in low use, low visibility areas.

7.2.6 Irrigation timers shall be coordinated with scheduled use, and maintained in compliance with Irrigation standards in Section 3

7.3 Shrub Beds, Hedges, and Ground Cover

7.3.1 Shall be maintained in accordance with the standards listed in Beds, Hedges, and Ground Cover Section 7.

7.3.2 Maintained in compliance with Section 4 related to Disease and Pest Control.

7.3.3 Shall be free of invasive shrub and tree species.

7.3.4 Irrigation timers shall be coordinated with scheduled use, and maintained in compliance with Irrigation standards in Section 3

Section 8 Trees

8.1 General Standards

8.1.1 Will provide shade, wind breaks, sound attenuation, and otherwise enhance the park setting.

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- 8.1.2 Maintained in compliance with Section 4 related to Disease and Pest Control, and Section 3 related to Irrigation standards.
- 8.1.3 Trees will conform to the general shape and height of the species: significantly deformed specimens will be removed.
- 8.1.4 Weed Control
 - 8.1.4.1 Mechanical grass trimming around trees shall be accomplished in a way that will not scar the trunk in any way.
- 8.1.5 Mulching
 - 8.1.5.1 Bark mulch will be placed around tree and maintained on an as needed bases.
 - 8.1.5.2 Well defined radius around the tree, free of weeds and turf – minimum three (3) foot radius, maintaining one to two (1-2) inch clearance from the perimeter of the trunk.
- 8.1.6 Trimming
 - 8.1.6.1 Tree limbs will be at a safe height for the uses anticipated in the vicinity.
 - 8.1.6.2 Trees will not exhibit broken or cracked limbs or other structural damage, and all suckers shall be removed.
- 8.1.7 Pruning
 - 8.1.7.1 All trees will be evaluated for pruning as needed.
 - 8.1.7.2 Trees shall be pruned during the winter months after City approval, unless a limb has broken or is posing a safety hazard.
 - 8.1.7.3 Trees shall be pruned according to the International Society of Arboriculture standards (1995) and ANSI A300, 1995.
- 8.1.8 Staking
 - 8.1.8.1 Young trees should be properly staked to assist in support until roots are firmly established, especially in wind prone areas. Once firmly established, stakes should be removed with no protrusion above ground. Trees must be straight.
 - 8.1.8.2 Ties on the stakes should be checked periodically to ensure they are adjusted properly.
 - 8.1.8.3 Tight or damaged ties or stakes should be replaced or repaired.
- 8.1.9 Removal and Replacement
 - 8.1.9.1 All damaged trees shall be removed and replaced within thirty (30) days of notice, unless determined by the City to delay replacement.
 - 8.1.9.2 All Memorial trees shall be replaced within thirty (30) days of discovery.
 - 8.1.9.3 All replacement trees shall be the same size and species of tree as the damaged tree. If the tree cannot be matched, the City will determine an appropriate replacement species.

Section 9 Specialty Parks (Dog Park and Competition Soccer field)

- 9.1 Specialty Park turf, in addition to meeting Turf Maintenance Section 2.2, and Disease and Pest Control Section 4 standards, will be maintained at proper sport specific playing height.

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- 9.2 Irrigation timers shall be coordinated with scheduled use, and maintained in compliance with Irrigation standards in Section 3.
- 9.3 Winter over-seed with annual rye grass.
- 9.4 Routine top dressing with compatible materials.
- 9.5 Routine thatching and removal.
- 9.6 (Dog Park) Fecal matter shall be removed on a daily basis.

Section 10 Play Structures

- 10.1 Play equipment and structures will be clean, safe and functional.
- 10.2 All installed equipment and surfaces shall meet the U.S. Consumer Products Safety Commissioner's Playground Safety Manual (See Appendix 13.12).
- 10.3 Play equipment and structures will be pest-free and maintained on a scheduled basis.
- 10.4 Safety surface materials shall be maintained at recommended depth.

10.5 Inspections

- 10.5.1 A certified playground apparatus inspector will conduct annual inspections.
- 10.5.2 High frequency inspections shall be performed monthly.
- 10.5.3 All repairs will be made within twenty four (24) hours of discovery, unless parts are unavailable, at which time the play equipment will be barricaded or made safe for use until the parts can be installed back to manufacturer's specifications.

Section 11 Paved Surfaces

- 11.1 Paved surfaces may include sports courts, pathways, parking lots and other areas topped with asphalt or concrete.
- 11.2 Pathways, parking lots and other paved areas will be free of sand, debris and litter, so at no time it detracts from the look or safety of the area.
- 11.3 Sand and decomposed gravel shall be removed from sidewalks daily.
- 11.4 All court surfaces shall be pest-free, as defined in Section 4 Disease and Pest Control to include weed control.
- 11.5 No standing water will be permitted on pathways.
- 11.6 All surfaces shall be free of cracks, potholes, and tripping hazards.
- 11.7 All asphalt surfaces shall be in a five (5) year slurry rotation as part of a pavement management plan.
- 11.8 Asphalt surfaces shall be inspected routinely for cracks. Crack sealing shall be performed as needed to prolong the life expectancy of the asphalt.

Section 12 Unpaved Surfaces including Bocce and Horseshoe Courts

- 12.1 Unpaved surfaces may include sports facilities, pathways, parking areas or other areas covered with porous paving materials.
- 12.2 All unpaved surfaces will be free of weeds, debris and litter, so at no time it detracts from the look or safety of the area.
- 12.3 All court surfaces shall be pest-free, as defined in Section 4 Disease and Pest Control.

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Section 13 Tennis and Basketball Courts

- 13.1 In addition to meeting standards for Paved Surfaces Section 11, court amenities will be in good repair, and be ready for use.
- 13.2 Nets will be set at correct playing height and will be free of tears or holes.
- 13.3 Backboards, rims and nets will be in good repair.
- 13.4 Court surfaces will be free of leaves, grit and other debris, so at no time it detracts from the look or safety of the area.
- 13.5 Court surface markings will be well defined.
- 13.6 If lighted, lights shall be in good working condition.
- 13.7 All light timers shall be in working order and scheduled according to use.
- 13.8 Epoxy surface material will be in good repair and replaced as needed.
- 13.9 All court surfaces shall be pest-free, as defined in Section 4 Disease and Pest Control.

Section 14 Picnic Shelters, Group Areas, Gazebos, and Reservation Areas

- 14.1 Structure will be structurally sound.
- 14.2 Structure will be free of debris and litter, so at no time it detracts from the look or safety of the area.
- 14.3 Structure shall be graffiti-free and graffiti shall be removed within on (1) day of discovery.
- 14.4 Floor surfaces will be clean and free of food, litter and other debris.
- 14.5 Picnic tables, benches and outdoor cooking receptacles will be clean including sweeping and/or washing down, graffiti-free, in good repair and ready for use. Grills shall be brushed and coals removed, if needed, to maintain cleanliness of site.
- 14.6 Trash receptacles will be emptied, covered, and will accept items for disposal.
- 14.7 Structures, benches, and picnic tables will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.
- 14.8 All reservation areas will be inspected before each reservation use to insure site is customer ready.

Section 15 Concession Stands

- 15.1 Concession stand structures will be clean, and litter-free, so at no time it detracts from the look or safety of the area.
- 15.2 Structure shall be graffiti-free and graffiti shall be removed within one (1) day of discovery.
- 15.3 Floor surfaces will be clean and free of food, litter and other debris.
- 15.4 Food handling areas will comply with State and local Health Department standards at all times.
- 15.5 Buildings will be structurally sound.
- 15.6 All doors windows and serving areas will function as designed.
- 15.7 Buildings will be properly secured when not in use.
- 15.8 Structures will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.
- 15.9 Trash receptacles will be emptied, covered, and will accept items for disposal.

Section 16 Restrooms

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- 16.1 Restrooms will be available to park users at community parks and other designated facilities.
- 16.2 Restrooms shall be serviced at least once per day. High use may dictate one (1) or more additional services per day.
- 16.3 Restrooms will function properly, including lights and hand dryers, if applicable.
- 16.4 Restrooms will be well stocked of toilet paper, paper towels, if applicable, and reasonably clean, sanitary and free of bad odors.
- 16.5 Restrooms will be graffiti-free and graffiti shall be removed within on (1) day of discovery.
- 16.6 Restrooms will comply with State and local Health Department standards.
- 16.7 Restrooms will be properly secured during non-operational hours.
- 16.8 Restroom will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.

Section 17 Support Structures and On-site Storage

- 17.1 Buildings will be structurally sound.
- 17.2 Out-buildings, pump houses, and other support structures will be clean, and litter-free.
- 17.3 Structure shall be graffiti-free and graffiti shall be removed within on (1) day of discovery.
- 17.4 Structures will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.
- 17.5 All doors windows and serving areas will function as designed.
- 17.6 Building and structures will be screened from view.
- 17.7 Location of on-site storage will be as far as possible from main use areas.
- 17.8 Buildings and structures will be locked when not in use.
- 17.9 On-site storage will be kept to the minimum necessary to promote effective use and maintenance of the park.

Section 18 Fences

- 18.1 Fences will be installed where needed to protect park property, restrict access to hazardous areas, augment user safety or protect adjoining properties.
- 18.2 Repair and replace fences, gates, and locking devices immediately which are required for site or equipment protection.
- 18.3 Materials used for replacement or repair shall match the existing facility to preserve the original design.
- 18.4 All fences will be free from litter and graffiti. Graffiti shall be removed within on (1) day of discovery.
- 18.5 Wooden fences will be plumb, sturdy, have no missing boards and, where needed, will be painted or stained on a regular schedule.
- 18.6 Metal or wire fabric fencing poles will be straight and fabric taut with no holes or gaps. If fencing contains slats, they should be in good repair and missing slats should be replaced.
- 18.7 Where painted, metal fencing should be not be faded or chipped and should be painted on a regular basis.
- 18.8 All gates will function as designed.

Section 19 Park Water Features

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- 19.1 Water features will be clean, litter free and fully functional.
- 19.2 Check and record water sanitation levels on a regular basis.
- 19.3 Water sanitation levels shall be in compliance with State and local Health Department standards.
- 19.4 Timers shall be set for optimal use with water conservation in mind.
- 19.5 Structures will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.
- 19.6 Structure shall be graffiti-free and graffiti shall be removed within on (1) day of discovery.

Section 20 Drinking Fountains

- 20.1 Fountains will be clean, and fully functional.
- 20.2 Water flow will reach the designed height for user convenience and the bowl will drain properly.
- 20.3 Leaks will be repaired immediately.
- 20.4 Structure shall be graffiti-free and graffiti shall be removed within on (1) day of discovery.
- 20.5 Structures will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.

Section 21 General Signage

- 21.1 All signage will be clean and graffiti-free. Graffiti shall be removed within on (1) day of discovery.
- 21.2 All signage shall be readable, as in not faded, and shall not be covered by trees, shrubs or other plant materials.
- 21.3 Be securely mounted and appropriately located at key points for visitor safety and information.
- 21.4 CITY guidelines shall be applied for all installation.

Section 22 Dedications, Commemorative or Interpretive Signage

- 22.1 Shall consist of a graphic panel, backing panel and post.
- 22.2 Graphic panel shall be no larger than 10 inch by 12 inch in size, arched in shape at the top of the sign, constructed of high pressure laminate with graffiti proof coating at a minimum of ½ inch in thickness.
- 22.3 Backing panel shall not exceed 10 inch by 12 inch in size and be constructed of aluminum with a brown powder coated finish.
- 22.4 Post shall be a single post constructed of aluminum with a brown powder coated finish at 3 inches in width.
- 22.5 Graphic panel and backing shall be mounted at a 45 degree angle, no higher than 32 inches from ground level. If surface mounted, the post shall have a matching cover.
- 22.6 Any dedication, commemorative or interpretive signage requiring changes to the above must have prior approval by the Parks and Recreation Director.

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Section 23 Other Amenities

- 23.1 Parks will contain a wide range of amenities from bike racks and flagpoles to public art.
- 23.2 All elements will be clean, and litter-free.
- 23.3 All elements will be graffiti-free and graffiti shall be removed within on (1) day of discovery.
- 23.4 All elements will be pest-free and maintained on a scheduled basis according to Section 4 Disease and Pest Control.
- 23.5 All park elements will be structurally sound and ready for the designed use and enjoyment of park users.

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